



## TOWN OF WALPOLE RECREATION DEPARTMENT

Walpole Town Hall  
135 School Street  
Walpole, MA 02081  
Phone: (508) 660-6353  
recreation@walpole-ma.gov

### JOB POSTING

**POSITION:** Facility and Program Monitor  
**DEPARTMENT:** Recreation Department  
**STARTING WAGE:** \$18.75 / hour

**Application Deadline: open until filled**

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TOWN CLERK

The Walpole Recreation Department is seeking energetic, responsible, and outgoing applicants for a part-time Facility and Program Monitor position. This position primarily takes place on evenings and weekends.

#### **POSITION DESCRIPTION:**

The Facility and Program Monitor will be responsible for overseeing facility rentals, and assisting recreation activities, as needed. Responsibilities include, but are not limited to, managing and scheduling staff for rentals, in addition to assisting and overseeing other evening and weekend recreational activities/sports leagues for all ages. The Facility and Program Monitor is required to demonstrate leadership, engage in the programs, activities, and events, and frequently serve as a positive role model to participants and other staff.

#### **QUALIFICATIONS & EXPERIENCE REQUIREMENTS:**

Applicants must be high school graduates and have working experience in a supervisory role with children, or in a recreation setting. Staff must be able to effectively problem-solve, communicate, and listen to participants and other staff, while also responding to inquiries and assisting the public, when necessary. Any combination of education and experience to demonstrate the applicant's ability to understand and participate in the work required.

#### **SALARY & BENEFITS:**

This is a part-time, seasonal, non-benefit position; \$18.75 per hour.

#### **TO APPLY:**

For applications, please visit the Town of Walpole's website at [www.walpole-ma.gov](http://www.walpole-ma.gov), visit the Recreation Department's website at [www.walpolerec.com](http://www.walpolerec.com), or apply in person at Blackburn Memorial Hall located on Stone Street. All seasonal employees are subject to Criminal Offender Record Information (C.O.R.I.) check. The Town of Walpole is an Affirmative Action/Equal Opportunity Employer.